

# CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

## Secretary 2

**Please follow the specific application filling instructions at the bottom of this page!**

**Open To:** Open to Exam List Candidates

**Location:** Maloney Center for Training and Staff Development (Cheshire, CT)

**Position Number:** 112631

**Hours:** 40 Hours per week, 1<sup>st</sup> Shift, Monday - Friday

**Salary:** \$46,721 – \$61,096 Secretary 2 (annually)

**Closing Date:** October 21, 2015

This position works directly for the Deputy Warden. Duties included, but not limited to: organizing and coordinating meetings including necessary research and minute taking; coordinates schedules for classes and instructors; maintain the office for all training of new staff and required training for existing staff; types various documents and correspondence such as lesson plans, exams, and assignments; troubleshoot, organize, proofread and file projects; maintain training files and produce reports as required; answer phone inquiries related to training policies and procedures; research miscellaneous information for Deputy Warden and Instructors; track and disseminate trainee evaluation information/forms; and performs related duties as required.

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**Minimum Qualifications:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:** Three years' experience above the routine clerk level in office support or secretarial work. One year of the General Experience must have been as a Secretary 1 or its equivalent. Training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half (1/2) year of experience to a maximum of two years.

**Special Experience:** One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

**Preferred Experience:** The ideal candidate will possess the following;

- Proficiency using Microsoft Office Suite (PowerPoint, Word, Excel and Access etc)
- Exceptional organizational skills; the ability to prioritize.
- Proficiency drafting business communications such as writing and editing letters and reports.
- Strong interpersonal skills; the ability to get along with a diverse group of people.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employee should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit the requested documents **typed** as follows: cover letter, resume, Application for Employment (Form CT-HR-12) which is available at: [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf), State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at: [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references.

- **Applications must be postmarked no later than the closing date indicated above.**
- **Incomplete application packages will not be considered.**
- **Interviews will be limited to those whose experience and training most closely meet the requirement of this position.**
- **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**Please mail application packages to:**

**Department of Correction  
Recruitment Unit**  
Attention: Kathy Callahan  
24 Wolcott Hill Road  
Wethersfield, CT 06109

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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